United Nations ST/SGB/2011/6/Rev.1

Secretariat

11 July 2013

Secretary-General's bulletin

Staff-Management Committee

The Secretary-General, pursuant to section 3.2 of Secretary-General's bulletin ST/SGB/2009/4 and for the purpose of implementing General Assembly resolution 67/255, staff regulation 8.2 and staff rule 8.2, promulgates the following:

Section 1
Objective and purpose

1.1 Pursuant to staff regulation 8.2 and staff rule 8.2(a) (ii), the Secretary-General establishes the Staff-Management Committee as the joint staff-management machinery at the Secretariat-wide level for the purpose of advising him or her regarding human resources policies and general questions of staff welfare, as provided in staff regulation 8.1.

1.2 The Staff-Management Committee ensures the effective participation of the staff in identifying, examining and resolving Secretariat-wide issues relating to staff welfare, including conditions of work, general conditions of life and other human resources policies, as provided for in staff regulation 8.1(a).

1.3 The Staff-Management Committee shall consider Secretariat-wide issues relating to staff welfare, including conditions of work, general conditions of life and other human resources policies, and shall provide advice and recommendations to the Secretary-General. The Committee shall endeavour to reach agreement on advice and recommendations for the Secretary-General. Where there are areas of disagreement, the parties shall work in good faith to overcome the barriers to agreement. Where agreement cannot be reached, or where there are views dissenting from the agreement, the different views shall be noted in the report of the Staff-Management Committee.

1.4 All interventions made by the members of the Staff-Management Committee shall carry equal importance and, as such, shall be given due consideration. In all of their discussions, Staff-Management Committee participants shall observe the highest standards of integrity, including probity, impartiality, fairness, honesty and truthfulness.

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Section 2
Relationship with local joint committees

The existence of the Staff-Management Committee does not preclude the consideration by local joint staff-management bodies of issues of importance to staff globally, it being understood that such matters shall be referred to the Staff-Management Committee for consideration.

Section 3
Membership

3.1 The Staff-Management Committee shall consist of 18 members, as follows:

(a) One member designated, respectively, by the Staff Union of the Economic Commission for Africa, the Staff Association of the Economic Commission for Latin America and the Caribbean, the Staff Council of the Economic and Social Commission for Asia and the Pacific, the Staff Council of the Economic and Social Commission for Western Asia, the Field Staff Union, the United Nations Office in Geneva Staff Coordinating Council, the United Nations Staff Union (New York), the Staff Union of the United Nations Office at Nairobi and the Staff Council of the United Nations Office at Vienna. Each member may be accompanied by an alternate;

(b) Management representatives shall consist of the Under-Secretary-General for Management, the Assistant Secretary-General for Human Resources Management and seven members at an appropriately high level, with due regard for representation from the various duty stations. Each member may be accompanied by an alternate.

3.2 A President shall be selected by the Secretary-General from a list proposed by the staff representatives, in accordance with staff rule 8.2(b). The President shall serve for one year and will at all times act impartially and independently.

3.3 The staff representatives shall elect a member to serve as Vice-President for a term of one year.

3.4 Duly designated representatives of organizations and organs of the United Nations system whose staff are directly affected by matters on the agenda of the Staff-Management Committee shall be granted the status of associate members upon request. Associate members may fully participate in the discussion and provide their opinions on all matters. On matters that directly affect those organizations and organs, their representatives shall have the same rights as the regular members.

3.5 Other non-member participants in the Staff-Management Committee include the following:

(a) The Office of Legal Affairs, after consultation with the President of the Staff-Management Committee, shall designate a legal adviser to the Committee, who shall participate in an advisory capacity;

(b) Both staff and management representatives shall be entitled to have advisers in attendance. The advisers may request to speak;

(c) Up to three staff members from the duty station at which the session is held may be permitted to attend in an observer capacity.

Section 4
Funding arrangements

4.1 The travel and subsistence expenses of the members, their alternates and associate members shall be borne by the United Nations organizations.

4.2 The intersessional programme of work and the requisite facilities for effective dialogue shall be funded in accordance with section 4.1.

Section 5
Staff-Management Committee secretariat

5.1 The Secretary-General shall designate a Secretary, in accordance with staff rule 8.2(e).

5.2 The Secretary of the Staff-Management Committee shall act as an impartial party and shall support the President in preparing the agendas, in consultation with all members, and distributing documents and reports.

Section 6
Roles of the President and Vice-President

6.1 The President shall be impartial and shall have the following functions:

(a) To convene the Staff-Management Committee meetings and coordinate, direct and/or facilitate, as an impartial party, the proceedings of the Committee;

(b) To hold informal consultations with management and staff on the draft agenda and yearly programme of work of the Staff-Management Committee;

(c) To facilitate, as necessary, the preparation of the draft sessional reports of the Staff-Management Committee by the rapporteurs, referred to in section 7.4;

(d) To submit to the Secretary-General, with a copy to the Staff-Management Committee members, alternates, associate members and other participants, the reports and recommendations adopted by the Committee;

(e) To supervise the Staff-Management Committee secretariat in receiving and preparing documents and circulating them to members and participants.

6.2 The Vice-President shall act as an impartial party in the discharge of the functions of the President in his or her absence. When acting in that capacity, the Vice-President shall not represent the interests of the staff or speak on their behalf.

Section 7
Meetings and procedures

7.1 The Staff-Management Committee shall hold annual sessions and may hold periodic meetings and establish working groups.

7.2 The Staff-Management Committee shall, at each session, draw up a yearly programme of work.

7.3 The Staff-Management Committee shall establish its own procedures. Where procedures have not expressly been adopted by the Staff-Management Committee, the procedures shall be determined, as necessary, by the President.

7.4 Staff and management representatives shall each designate two rapporteurs, who together shall draft the sessional reports of the Staff-Management Committee. Other reports shall be drafted by the Secretary.

7.5 Provisional agendas and documents shall be circulated to all members, alternates and associate members at least six weeks in advance of the session.

7.6 The agenda for the session shall include standing items on:

(a) The election of the Vice-President;

(b) The status of implementation of the recommendations of the Staff-Management Committee approved by the Secretary-General;

(c) Matters of a global nature referred to the Staff-Management Committee by local joint staff-management bodies;

(d) The yearly programme of work;

(e) The adoption of the report.

Section 8
Reports

8.1 The Staff-Management Committee shall adopt its report on the last day of its session.

8.2 The Staff-Management Committee, through its President, shall submit a final report on each session to the Secretary-General. The report shall cover all agenda items, by topic. The report shall contain all agreed recommendations, as well as a brief statement of the respective positions of staff and management on areas in which there are different views. The statements representing the position of staff and the position of management shall be prepared by the co-rapporteurs designated by staff and management, respectively. The length of each statement of position must be limited to one page per topic.

8.3 The Staff-Management Committee reports, as approved by the Secretary-General, shall be distributed to all members, alternates, associate members and other participants and shall be posted on the Intranet.

Section 9
Implementation, monitoring and follow-up

9.1 The recommendations of the Staff-Management Committee, as approved by the Secretary-General, shall be implemented by the responsible party or parties within established timelines.

9.2 Once recommendations have been approved by the Secretary-General, both staff and management shall be responsible and held accountable for implementing recommendations falling within their purview within established time frames. Both staff and management shall honour and support the recommendations as approved by the Secretary-General.

9.3 Staff and management shall report on a regular basis through agreed means on the implementation of agreements reached.

Section 10
Final provisions

10.1 The present bulletin shall enter into force on 11 July 2013.

10.2 Secretary-General's bulletin ST/SGB/2011/6, entitled "Staff-Management Committee", of 8 September 2011 is hereby superseded.

(*Signed*) BAN Ki-moon
Secretary-General